



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DDAS

March 23, 1999

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS
COMMANDERS, INVENTORY CONTROL POINTS
COMMANDERS, SERVICE CENTERS
COMMANDER, DEFENSE DISTRIBUTION CENTER
COMMANDER, TELEVISION-AUDIO SUPPORT ACTIVITY
COMMANDANT, DLA ADMINISTRATIVE SUPPORT CENTER

SUBJECT: Recognition for Contributions to the DoD Small Business
Programs - FY98

In accordance with DoD Instruction 1432.3 (January 12, 1987), the DoD Office of Small and Disadvantaged Business Utilization is soliciting award nominations of Small Business Specialists who have made an outstanding contribution to the DoD small business program and DoD mission. Any DoD employee, military or civilian, who is serving in either a full-time or a part-time capacity as Small Business Specialist is eligible to compete for this award.

Nominations should:

- Be no more than one-typed page in length.
- Have a cover sheet listing the name, address, Military Service/Agency and activity, phone and fax number, and E-Mail address of the nominee, and
- Address the following two criteria:
 1. Has the nominee demonstrated outstanding initiative and innovation in increasing small business' contribution to the DoD mission? Please cite specific examples.
 2. Is there tangible evidence that the nominee's initiative/innovation has resulted in significant benefit to the Department and/or to small businesses? Where possible, please quantify the benefit (e.g., nominee's efforts resulted in DoD's purchase of a new, more reliable product or service from a small business at a cost reduction and resultant savings to DoD).

All nominations for this award must be received in DDAS, Headquarters Office of Small and Disadvantaged Business Utilization, by April 16, 1999. The POC is Ms. Pat Cleveland, DDAS, patricia_cleveland@hq.dla.mil, DSN 427-1652, commercial (703) 767-1652.



Awards will be presented to each of the selected individuals, as well as to his or her activity, by the Under Secretary of Defense for Acquisition and Technology, or his designee, at an appropriate ceremony in the Pentagon during National Small Business Week (May 23-28, 1999).



LLOYD C. ALDERMAN
Director
Small and Disadvantaged
Business Utilization

cc:
DCMC
DLSC